**Ethical Use Policy Guidelines:**

1. Acceptable uses of the computer systems or networks are activities which support learning and teaching. System or network users are encouraged to develop uses which meet their individual educational needs.

2. Unacceptable uses of the computer systems or networks include, but are not limited to:

a. Violating the right to privacy of students or employees of the school system.

b. Violating United States copyright law.

c. Plagiarizing.

d. Using the system or network for personal financial gain or for any non-school commercial or any illegal activity.

f. Attempting to degrade or disrupt system or network performance or unauthorized entry to and/or destruction of computer systems and files.

g. Revealing home phone numbers, addresses, or other personal information.

h. Using profanity, obscenity, or other language, which may be offensive to another user.

i. Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others.

j. Accessing, downloading, storing, or printing files or messages related to illegal activities, substances, and/or devices which are not permitted by law.

k. Downloading or copying information on to disks or hard drives without prior approval.

3. The following people are entitled to use the network:

a. All school staff and other employees as directed by appropriate authority.

b. All students under the supervision of a staff member and/or parent/guardian.

c. Others who request an account from the network or system administrator.